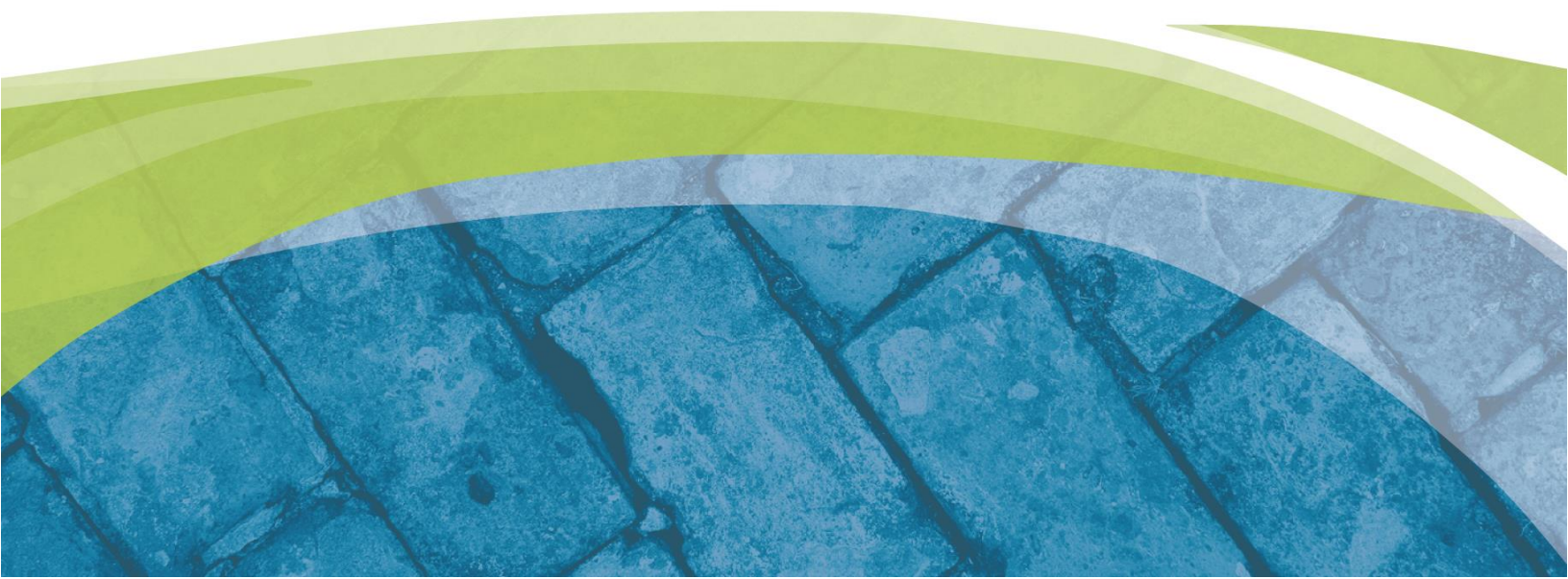




Mississippi Workforce Innovation & Opportunity Planning Document



GOVERNOR'S MESSAGE

In my inaugural address, I made the pledge that every Mississippian that wants a job should be able to find a job. Workforce development is a key strategy for economic development. I created the Mississippi Works website and app to help everyone obtain a good job in the state. Along the same lines, I pledged that we would create a workforce system so that every Mississippian has the opportunity to be work- or career-ready and secure his or her dream job right here at home. Mississippi's plan to develop and implement the 2014 Workforce Innovation and Opportunity Act (WIOA) gives the state the opportunity to bring together all the elements necessary to create a workforce system that improves our workforce participation rates and closes the skill gap for middle-skill jobs. I asked the State Workforce Investment Board to develop the plan with input from the public, business community, workforce stakeholders, and educational entities. This inclusive approach has led to a plan that will lead to the successful development and implementation of a workforce system that will put Mississippi at the top of the class. I encourage all Mississippians to contribute to the development of this plan and to take an active role in its full implementation.



Phil Bryant

Governor of Mississippi

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INTRODUCTION

This document is designed to inform the public about Mississippi's strategic plan to create an integrated workforce development system and to provide insight into the processes developed by the state to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA). First, this document includes general background on the WIOA's content, goals, and requirements, including its required components and planning elements.

Second, this document details the roles and responsibilities of each workforce group within each element required by the WIOA. The state created several workgroups to solicit input from stakeholders, as outlined in the WIOA. Specifically, three workgroups were established to address strategic planning requirements, and four workgroups were established to examine the operational planning elements.

This document also includes strategies implemented to engage the business sector and the public. A focus group with business owners and industry professionals will be conducted to assess workforce needs and concerns. There will also be three open forums to solicit opinions about the state's plan.

Next, the document includes a list of operating groups, detailing each group's roles and responsibilities. A communication plan describes the exchange of information across these groups.

Finally, the document presents the strategy of how all the gathered input and information will be collected and written, as well as a timeline for the completion of all pertinent activities.

WIOA GENERAL BACKGROUND

On July 22, 2014, the WIOA was signed into law. The goal of the WIOA is to strengthen the national workforce to become more competitive in the global economy. The WIOA intends to achieve this goal by placing the responsibility of creation and implementation of workforce plans solely on states. Governors will have the opportunity to have full ownership of leading state efforts in developing and implementing a strategic four-year plan for an integrated workforce development system.

The WIOA presents an extraordinary opportunity for each state's current workforce system to accelerate its transformational efforts and demonstrate its ability to improve job and career options through an integrated, job-driven public workforce system that links diverse talent to businesses. These new systems will be designed to support the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

The WIOA outlines six main objectives designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market and to match employers with the skilled workers they need to compete in a global economy:

1. Increasing access to and opportunities for the employment, education, training, and support services that individuals, particularly those with barriers to employment, need to succeed in the labor market.
2. Supporting the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improving the quality and labor market relevance of workforce investment, education, and economic development efforts.
4. Promoting improvement in the structure and delivery of services.
5. Increasing the prosperity of workers and employers, the economic growth of communities, regions, and states, and the global competitiveness of the United States.
6. Providing workforce investment activities, through workforce development systems, that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and, as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation.

To meet these objectives, the WIOA requires an integrated approach to the implementation, administration, service delivery, and evaluation of services provided under the core programs at federal, state, and local levels. The four core programs that states must strategically align are:

- Programs and services for adults, dislocated workers, and youth (Title I).
- Programs and services listed in the Adult Education and Family Literacy Act (Title II).
- Programs and services covered in the Wagner-Peyser Act (Title III).
- Programs and services covered under the Rehabilitation Act of 1973 (Title IV).

Integration of the core programs essential to the effective operation of the workforce development system is achieved through:

- The development of a Unified or a Combined State Plan.
- The implementation of a common performance accountability system.
- The design of the one-stop service delivery system.

Under a Unified or a Combined State Plan, every state collaborates across the core programs, the one-stop service delivery system, and other partners at the local and state levels to create a single collaborative and integrated state plan. The core programs and a brief description of their services are presented in Figure 1.

Figure 1: Core WIOA Programs

Title	Core Programs	WIOA Services
I	Adult, Dislocated Worker, Youth	Workforce training, professional degree and certification programs, secondary and postsecondary education programs, employment services, career counseling and planning, and Job Corps services.
II	Adult Education and Family Literacy Act	Programs, activities, and services that include adult education literacy, work place adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English and civics education, workforce preparation activities, and integrated education and training.
III	Wagner-Peyser Act of 1933	Employment/Unemployment Services integrated with the delivery of other services (i.e., cannot be a stand-alone facility) into the one-stop framework. Provides unemployment insurance claimants with referrals and application assistance for training and educational resources and programs. Provides staff with professional development and career advancement opportunities.
IV	Rehabilitation Act of 1973	Job exploration counseling, work-based learning experience, counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs, workplace readiness training to develop social skills and independent living, and instructions in self-advocacy for persons with physical or mental disabilities.

The submission of a Combined State Plan gives states the option to go beyond the core programs of a Unified State Plan and include at least one optional, additional federal workforce, educational, or social service program referenced in the WIOA. Submission of a Combined State Plan expands the benefits of cross program strategic planning, increases the alignment among state programs, and improves service integration. Submitting a Combined State Plan offers the additional benefit of allowing for the submission of a single plan in lieu of two or more plans for the core programs and the additional programs and activities. The optional programs and a brief description of their services are presented in Figure 2.

Figure 2: Optional WIOA Approved Programs

Program	WIOA Services
Carl Perkins Career and Technical Education Act	Secondary and postsecondary education for students and adults. Available for incarcerated individuals.
Temporary Assistance for Needy Families (TANF)	Temporary financial assistance for families in need.
Employment and Training Programs under sec.6(d)(94) of the Food and Nutrition Act of 2008	Education and training services for supplementary nutrition assistance program (SNAP).
Employment and Training Programs under sec.6(o) of the Food and Nutrition Act of 2008	Work and employment services for supplementary nutrition assistance program (SNAP).
Trade Adjustment Assistance: Title II-Chapter 2 of the Trade Act of 1974	Services for workers who have lost their job to foreign trade: job training, Trade Readjustment Allowance (TRA), Reemployment Trade Adjustment Assistance (RTAA), job search allowance, relocation allowance, and travel reimbursement for training.
Service for Veterans: Authorized under chapter 41 of title 38 United States Code	Services designed to help veterans find jobs, training, and support services: Veterans Retraining Assistance Program (VRAP), Vocational Rehabilitation and Education (VRE), and Transition Assistance Programs (TAP).
Programs authorized under state unemployment compensation laws	Temporary income assistance for unemployed workers: Unemployment Insurance (UI).
Senior Community Service Employment Programs under Title V of the Older Americans Act of 1956	Employment services for state residents 55 or older. Senior Community Service Employment Program (SCSEP)
Employment and Training activities carried out by the Department of Housing and Urban Development	Community Development Block Grant (CDBG) provides communities with resources to address a wide range of unique community services, environmental quality issues, and economic opportunity needs.
Employment and Training Activities carried out by the Community Service Block Grant Act	Provide services and activities addressing employment, education, housing, nutrition, and health services for low-income individuals. (Childcare, education, emergency services, employment, health and safety, housing, income management, nutrition, and transportation.)
Reintegration of Offenders program authorized under section 212 of the Second Chance Act of 2007	Services for eligible ex-offenders in obtaining and retaining employment: Vocation Education, Adult Basic Education, Federal Bonding Program, and Community Work Centers.

REQUIRED COMPONENTS

Workforce Development Boards

States submitting a Unified State Plan or a Combined State Plan must establish a state workforce development board. Board members are selected by the governor to assist in guiding and directing the functions to be carried out in the WIOA. Members of these development boards are selected to represent agencies and organizations that reflect the workforce, training, and education interests across a state. The workforce development boards are responsible for the development, implementation, and modification of the plan and for the convening of all relevant programs, required partners, and stakeholders. The governor must ensure that the state plan is developed in a transparent manner and in consultation with representatives of local boards, chief elected officials (CEOs), businesses, representatives of labor organizations, community-based organizations (CBOs), adult and youth education and workforce development providers, institutions of higher education, disability service entities, youth-service programs, and other stakeholders with an interest in the services provided by the core programs and any optional program included in a Combined State Plan, as well as the general public, including individuals with disabilities.

Common Performance Accountability System

The WIOA requires that each state create a common performance accountability system for the core and all additional programs in each state's workforce development plan. Integrating data systems will allow for unified and streamlined intake, case management, and service delivery; minimize the duplication of data; ensure consistently defined and applied data elements; facilitate compliance with performance reporting and evaluation requirements; and provide meaningful information about core program participation to inform operations.

One-Stop Service Delivery System

To support a comprehensive system providing integrated seamless services to all job seekers and workers and effective strategies that meet the business workforce needs across the business cycle, the WIOA requires all states to implement a one-stop delivery system for core and other programs of each state's plan. The one-stop delivery system brings together workforce development, educational, and other human resource services in a unified customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.

REQUIRED PLANNING ELEMENTS

To assist the governor and the state workforce development boards in creating the most effective proposal possible, the WIOA has organized the planning process into two distinct elements: the Strategic Planning Element and the Operational Planning Element. The separation of strategic elements allows the state to develop a vision for its entire system and identify the operational elements across the programs that support the system-wide vision.

Strategic Planning Element

The goal of the Strategic Planning Element is to develop a strategic vision and goals for preparing an educated and skilled workforce. The Strategic Planning Element of every state must include:

- State analysis of economic and workforce factors.
- An assessment of workforce development activities.
- Formulation of the state's vision and goals for preparing an educated and skilled workforce that meets the needs of employers.
- A strategy to achieve the vision and goals.

Utilizing economic and labor market information will help ensure that the governor's vision and the state's strategies are based on a thorough understanding of the economic opportunities and workforce needs of the state. This approach will align the best interests of job seekers and businesses with the economic future of the state.

Operational Planning Element

The Operational Planning Element describes how the state will support and implement the strategies and goals developed in the Strategic Planning Element. Specifically, the Operational Planning Element must clarify how specific workforce programs (core and optional programs) will operationalize and administer systems and structures to achieve the identified vision, strategies, and goals. The WIOA mandates that states indicate how these strategies will be implemented by including descriptions of:

- The activities that will be funded by the entities carrying out the respective core programs to implement the strategy and how such activities will be aligned across the programs and among the entities administering the programs, including using co-enrollment and other strategies.
- How the planned activities will be aligned with activities provided under employment, training, education, including career and technical education, and human services programs not covered by the plan, as appropriate, assuring coordination of and avoiding duplication of services. How the entities carrying out the respective core programs will coordinate activities and provide comprehensive, high-quality services, including supportive services to individuals.
- How the state's strategy will engage the state's community colleges and area career and technical education schools as partners in the workforce development system and enable the state to leverage other federal, state, and local investments that have enhanced access to workforce development programs at those institutions.
- How the activities will be coordinated with economic development strategies and activities in the state.
- How the state's strategy will improve access to activities leading to a recognized postsecondary credential that is an industry-recognized certificate or certification, portable, and stackable.

WORKING GROUPS

In efforts to support the governor's vision of a unified workforce ecosystem and foster collaboration across stakeholders statewide, a set of workforce groups reflecting the two major planning elements (i.e., strategic planning and operational planning) of the WIOA has been developed. Each of the workforce groups is charged with specific roles and responsibilities and composed of a variety of professionals who are experts in their respective fields. The agencies and personnel representing each workgroup have been selected to ensure all stakeholders are represented in the decision making process of each workgroup.

Strategic Planning Workgroups

The workforce groups organized under the Strategic Planning Element will work collaboratively on identifying strategies and goals for bringing the governor's vision of a workforce ecosystem to fruition. These groups include the Planning and Communication Group, the Technology Group, and the Sector Strategy Group. The workforce groups organized under the Strategic Planning Element will work collaboratively on utilizing the strategies identified by the strategic planning workgroups to create, operationalize, and administer systems and structures that achieve the strategic planning goals while maintaining the governor's vision of a unified workforce ecosystem.

Each workgroup has been charged with specific roles and responsibilities to help focus efforts on critical components of the WIOA. A chair and a vice chair have been selected from each group to help align internal group activities with each group's charge.

Planning and Communication Group

The Planning and Communication Group is the management group of the WIOA project in Mississippi. The main responsibility of the Planning and Communication Group is to ensure that the other groups are on task and on time. Communications facilitation is another responsibility of the Planning and Communication Group. The group communicates with the other groups as well as with stakeholders to ensure that the public voice is heard.

Figure 3: Planning and Communication Groups

State Workforce Investment	Jay Moon (Chairman)
MS Department Employment Security	Mark Henry (Vice Chairman)
MS Department Human Services	Sandra Giddy
MS Department Rehabilitation Services	LaVonda Hart and Cindy Goodin
MS Development Authority	Michael Curran
Office of the Governor	Laurie Smith
MS Association Workforce Areas	Bill Renick
Moving MS Forward	James Hull
MS Department Education	Jean Massey
MS Community College Board	Shawn Mackey
Community College President's Association	Jessie Smith
Institution of Higher Learning	Paul Sumrall
Moore Community House	Carol Burnett
MS Economic Council	Vickie Powell

Aligned and Integrated Technology Group

The task of the Aligned and Integrated Technology Group is to understand the WIOA requirements, leverage resources, and integrate Mississippi Works (www.mississippiworks.org) as the foundation of the WIOA technology requirements. Because the WIOA was passed in a time of powerful technologies, each state is required to incorporate technology into workforce development plans. In order to meet the demands of today and the goals of tomorrow, technology must be used to bring Mississippians together to create a renewed and stronger workforce.

Figure 4: Aligned and Integrated Technology Group

MS Department Employment Security	Dale Smith (Chairman)
NSPARC	Mimmo Parisi (Vice Chairman)
MS Department Human Services	Dana Kidd
MS Community College Board	Raul Fletes
CC Chairman of Technology	Ronnie Nettles
MS Department Rehabilitation	Paula Brown and Mark Winter

Sector Strategies Group

The Sector Strategies Group has been tasked with using data and analysis of the current and projected job market and economic conditions to develop strategies focused on linking job seekers to gainful employment. By identifying regional and local employment deficits, this group will create strategies and approaches for training, development, and education programs that teach job seekers the skills necessary to address the needs of the state's employers.

Figure 5: Sector Strategies Group

MS Development Authority	Michael Curran (Chairman)
Community College	Jason Pugh (Vice Chairman)
Local Workforce Development Board	Mitzi Woods
MS Department Employment Security	Bob DeYoung and Laura Ring
MS Department Human Services	Cathy Sykes
MS Department Education	Mike Mulvihill
MS Community College Board	Val Williams
Institution of Higher Learning	Paul Sumrall
Energy Institute	Patrick Sullivan
MS Department Rehabilitation Services	Susan Williams and Jo Ann Crudup

Operational Planning Workgroups

The workforce groups organized around the Operational Planning Element will work collaboratively to implement the strategies conceived by the workgroups in the Strategic Planning Element. Similar to the strategic planning workforce groups, each operational planning workgroup has been charged with specific roles and responsibilities to help focus efforts on implementation of the goals and strategies developed by the strategic planning groups. The operational workgroups include the One-Stop Operations Group, Career Pathways and Assessment Group, Performance and Accountability Group, and Employer Engagement Group.

One-Stop Operations Group

The goal of the One-Stop Operations Group is to develop the structure and general operational procedures for how the one-stop system will work. The one-stop system is designed to best serve Mississippians by providing all program services at one physical location. In order to ensure the efficiency of the one-stop system, the One-Stop Operations Group will implement a design where all programs communicate and understand the new integration. By completing the new integration, Mississippi job seekers will be efficiently and effectively served.

Figure 6: One-Stop Operations Group

Local Workforce Development Board	Bill Renick (Chairman)
MS Department Employment Security	Robin Stewart (Vice Chairman) and Jacqueline Turner
MS Department Human Services	Cathy Sykes
Adult Basic Education/MCCB	Eloise Richardson
Moving MS Forward	James Hull
MS Department Transportation	Shirley Wilson
Job Corps	Roger Givens
Community College	Brad Gates
MS Department Rehabilitation Services	Cindy Goodin and Anna Thornton

Career Pathways and Assessment Group

The Career Pathways and Assessment Group is responsible for the design and implementation of pathways for Mississippians that start from K-12 education and end at the workforce. The regions of Mississippi will, in part, help to determine pathways for individuals because of industry demand in the region. The Career Pathways and Assessment Group develops and implements career-readiness plans so that Mississippians can gain necessary training or education to move directly into careers that are in demand in their region.

Figure 7: Career Pathways and Assessment group

State Workforce Investment	James Williams (Chairman)
MS Department Employment Security	Donna Hollis (Vice Chairman) and Tonya Minor
MS Department Human Services	Sandra Giddy and Dana Kidd
MS Department Rehabilitation Services	Anna Thornton and Pam Hall
Jobs for MS Graduates	Ramona Williams
MS Department Education	Mike Mulvihill
MS Community College Board	Kenneth Wheatley
Community College	Raj Shaunak
Community College	Nadara Cole
Job Corp	Jackie Beasley
Moore Community House	Carol Burnett
MS Economic Council	Vickie Powell

Performance and Accountability Group

The goal of the Performance and Accountability Group is to create a reporting system with common measurements to streamline the performance evaluation process. The Performance and Accountability Group also monitors the progress of the implemented programs and holds underperforming programs accountable. Performance and accountability are important measures for evaluating the impact the developed system has on improving the workforce of Mississippi.

Figure 8: Performance and Accountability Group

State Workforce Investment Board	James Williams (Chairman)
NSPARC	Mimmo Parisi (Vice Chairman)
MS Department Employment Security	Jackie Turner
MS Department Rehabilitation Services	Gary Neely, LaVonda Hart, Dorothy Young
Jobs for MS Graduates	Ramona Williams
MS Department Education	Melissa May
MS Community College Board	Shawn Mackey
Community College	Billy Stewart
Community College Data Group	Carolyn Warren
Local Workforce Development Board	James McGuffee

Employer Engagement Group

The Employer Engagement Group is focused on partnering with employers to gain input on what Mississippi businesses need from the Mississippi workforce. The system is designed to engage employers to allow for the maximum amount of input in Mississippi's strategies. With the input from employers, plans can be developed to better serve both employers and job seekers.

Figure 9: Employer Engagement Group

MS Department Employment	Mark Henry (Chairman)
Local Workforce Development Board	Tee McCovey (Vice Chairman)
MS Department Human Services	Sandra Giddy and Dana Kidd
MS Department Rehabilitation Services	Dorothy Young, Lou Ellen McDonald
MS Development Authority	Michael Curran
MS Community College	Joseph Knight
MS Community College Board	Dexter Holloway
State Workforce Investment Board	James Williams

BUSINESS AND PUBLIC ENGAGEMENT

A series of group meetings will be held to engage the business sector and the public at large for feedback and comments on the plan as it is being developed.

Business Sector

A focus group with the business sector will be conducted to gauge the interest of businesses in public partnerships and determine the needs of Mississippi businesses. Involving the business community enables the various planning workgroups to incorporate the business sector perspective into the planning and implementation of the state's plan and create momentum for increasing business and industry involvement in the workforce ecosystem.

Public Sector

Three public forums will be held to engage the public at large during different stages of the plan's development. The initial public forum will be held to allow all concerned individuals the opportunity to voice their comments and concerns regarding the development of the state's plan. The information collected from the initial public forum will be collated and posted on the SWIB website to keep the general public abreast of the status and activities of the state's plan as it

develops. The second public forum will be more specifically focused on plan implementation. Specifically, the public will be given the opportunity to preview a rough draft of the plan and give comments on any specific components or areas of concern. The comments and suggestions from the second public forum will also be collated and posted on the SWIB website for public viewing. The final forum will be held at the SWIB meeting in August to reveal the final plan and allow for final comments before it is sent to the governor for submission approval. Any comments submitted at the final public forum will be collated and placed on the SWIB website for public viewing.

ROLES AND RESPONSIBILITIES

In addition to the workgroups, an additional set of operating groups have been identified and/or established. The purpose of the operational groups is to ensure the planning process is completed in an accurate and efficient manner.

Office of the Governor

The role of the Office of the Governor is to provide overall guidance and leadership in the implementation of the WIOA. The Office of the Governor is in a position to guide the state plan so that Mississippi can follow a path that will lead to economic success.

State Workforce Investment Board

The State Workforce Investment Board (SWIB) has the task of facilitating the plan development to ensure the needs of Mississippi businesses and job seekers can be met. Specifically, the SWIB is charged with advising the workgroups and operational groups on the creation and implementation of the state plan's strategies and goals. SWIB members represent interests from various employment, training, educational, and business stakeholders across the state.

Subject Matter Experts

The Subject Matter Experts are involved to provide expertise on programs and services so that Mississippians can best be served by programs the state offers. The members of this group are experienced servants of Mississippi and will help in shaping programs and services to meet demands.

Management Team

The Management Team is tasked with the organization and management of the state plan for the implementation of WIOA programs and services. Communication with other groups is a key for the Management Team to ensure progress toward an economically successful Mississippi.

Data Team

The Data Team is composed of labor market experts, whose role is conducting basic analyses for strategy implementation and goals. The Data Team also engages with other universities to conduct analyses to promote collaboration across Mississippi.

Compliance Team

The Compliance Team, working with the plan submitted under WIA, will be creating the general outline for Mississippi's Combined Plan. The goals of the Compliance Team are to set a framework that integrates the submitted WIA plan into a plan that reflects the revisions and requirements of WIOA; assures compliance; assists in writing quality; and ensures that all information needed to complete the requirements of WIOA are included in Mississippi's Combined State Plan.

Public Relations Team

The Public Relations Team will meet with stakeholders across the state to collect information and materials to facilitate the goals of the state's WIOA plan and disseminate information back to the Management Team. The Public Relations Team will conduct group interviews with identified stakeholder groups where they will disseminate technical information in support of the WIOA plan. Additionally, the Public Relations Team will meet with Subject Matter Experts and aid in publicizing and facilitating the public meetings.

Communication Plan

A communication plan was developed to maintain a systematic method of communication across all parties and ensure a consistent flow of information across all involved parties. A flowchart of the communication plan is presented in Figure 10.

Office of the Governor

The role of the Office of the Governor is to provide overall guidance and leadership in the implementation of the WIOA. The chairman of the SWIB will serve as the point of contact between the Office of the Governor and the SWIB.

State Workforce Investment Board

SWIB will coordinate with the Office of the Governor via the SWIB chairman. Communications between the general public, Internal Work Group, Subject Matter Experts, External Work Group, and the SWIB Taskforce will be coordinated through the SWIB via the executive director of the SWIB.

Internal Work Group (Management Team, Compliance Team, and Public Relations Team)

The Management Team, Compliance Team, and Public Relations Team comprise a working group that focuses on the day-to-day operations of the workforce development plan. Within the Internal Work Group, the Management Team will coordinate all activities and maintain communication with SWIB. The Compliance Team and Public Relations Team will maintain communications with each another to ensure a smooth and consistent flow of information and that the writing of the plan stays on schedule.

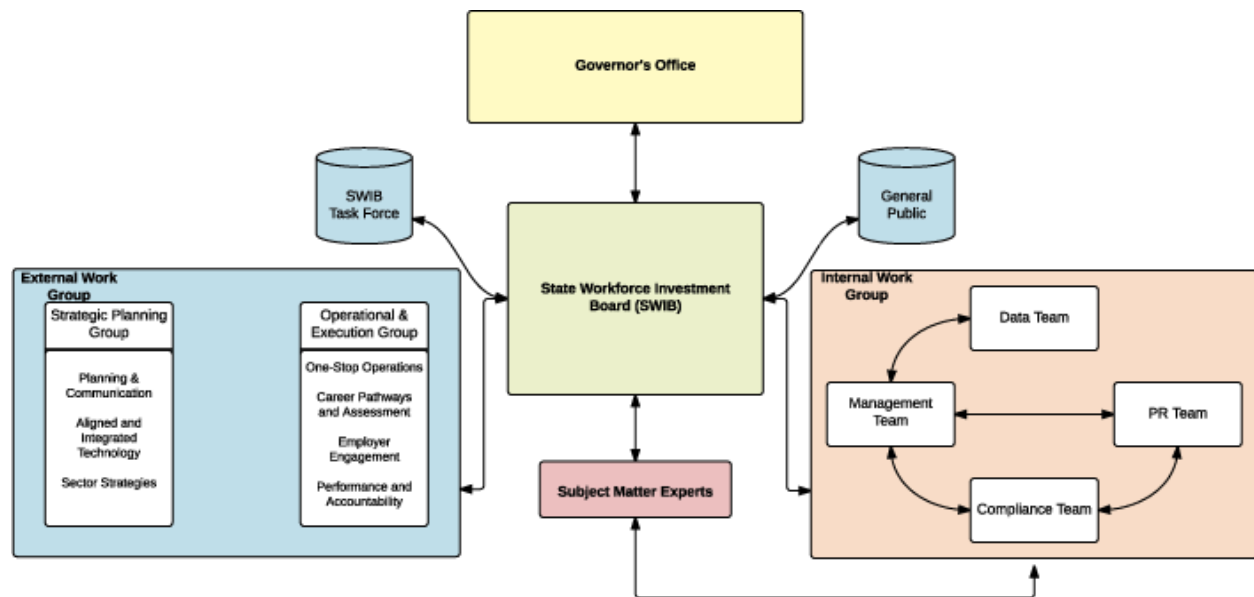
Subject Matter Experts

The Subject Matter Experts will provide insight into the process of generating the plan. This group will interact with groups within the Internal Work Group, including the Management Team and the Public Relations Team.

External Work Group

Any information submitted by the External Working Group will be shared with the SWIB and all members of the other working groups. The External Work Group will communicate with the SWIB and coordinate communications with the Internal Work Group through the SWIB.

Figure 10: Communication Plan Flowchart



Writing Plan/Writing Strategy

Writing the state's plan will be a collaborative effort among all operation groups. With guidance from the Governor's Office and SWIB, the Internal Work Group will begin drafting the written plan by collating the notes and materials from the Planning Workgroup meetings and subject matter expert interviews.

Material Collection and Integration

At least one member of the Management Team and the Public Relations Team will attend each strategic work group and operational work group meeting to gather information and take notes. These notes will be collated and distributed across the three groups for review. Additional programmatic information will be collected from Subject Matter Experts from the agencies that provide the various services identified in the Combined Plan. A member of the Management Team will contact and coordinate with the Subject Matter Experts and the Public Relations Team to discuss program-specific and collect materials and information that will assist in the physical writing of the plan.

Outlining the Written Plan

Members of the Compliance Team will comb through the WIOA and create an outline for the writing of the plan. The outline will highlight required components that each plan must address according to the WIOA. In addition, the outline will provide a structure for streamlining the writing of each element identified in the Combined Plan to ensure a comprehensive description of each program and its role in the state's workforce development system.

Writing Plan

The Management Team will collect and review all materials and notes gathered at the various workgroup meetings and discussions with Subject Matter Experts. Utilizing the outline created by the Compliance Team, members of the Management Team will write initial drafts of each component of the plan. The draft will then be sent to the Public Relations Team for content review and initial editing. Once the Public Relations Team edits have been incorporated into the draft, it will be sent to the Compliance Team to ensure all required WIOA areas have been addressed. Upon approval from the Compliance Team, each finished component will be submitted to the SWIB for final approval. Upon final approval from the SWIB, each component will be integrated into a working document that will be continually updated until the completion of the final component. Once all components have been integrated into the working document, it will be resubmitted to the SWIB for final edits and approval for submission to the governor.

TIMELINE

This timeline of all meetings and collaborations regarding WIOA planning will keep all parties informed of when the various activities of the WIOA process will take place. The timeline serves the dual role of acting as a safeguard to ensure all WIOA activities are completed on schedule for submission of the plan by September 1.

<i>Date</i>	<i>Time</i>	<i>Group</i>	<i>Location</i>
June			
11	10:00am	Planning and Communication Workgroup	MDES
16	10:00am	Aligned and Integrated Technology Workgroup	MDES
18	10:00am	One-Stop Operations	Adcock Library, Holmes CC
23	10:00am	Employer Engagement Workgroup	MDES
25	10:00am	Career Pathways and Assessment Workgroup	MDES
26	10:00am	SWIB Task Force/Public Forum	MDE-Auditorium
30	10:00am	Performance and Accountability	CAVS, Canton
30	1:30pm	Sector Strategies	CAVS, Canton
July			
8	10:00am	Focus Group with Area Businesses	ITS
15		Initial Draft of State Plan Published for Review and Comments	
22	5:30 pm	Second SWIB Task Force/Public Forum	MDE-Auditorium
August			
5		Second Draft of State Plan Published for Review	
14	10:00am	SWIB Meeting	Jackson Convention Center
September			
1		Final Draft of the WIOA Plan	

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